

**DRAFT MINUTES OF DRIFFIELD AND HARNHILL PARISH COUNCIL AGM
IN THE MARKET CANTEEN 6:00 PM TUESDAY 13th MAY 2014**

Present: Chair Cllr A. Whitaker
Cllr B. J. Ford (John Ford)
Cllr A. Norris
Cllr N. White

Two parish residents were in attendance.

ELECT CHAIRMAN

Subsequent to Cllr Whitaker vacating the office of Chair, no other was proposed.

RESOLUTION It was proposed by Cllr John Ford, seconded by Cllr Norris that:
Cllr Alex Whitaker is elected as Parish Council Chairman.

The motion was carried unanimously.

ELECT VICE CHAIRMAN

Subsequent to Cllr Mrs Ford's previous resignation, Cllr Norris was proposed.

RESOLUTION It was proposed by Cllr J. Ford, seconded by Cllr Whitaker that:
Cllr T. Norris is elected as Parish Council Vice Chair.

The motion was carried unanimously.

Members expressed their gratitude for Karen Ford's participation in the council.

Action: Notices of Acceptance of Office were signed by Chair and Vice Chair.

APOLOGIES

GCC Cllr Parsons was unable to attend the meeting due to prior commitment.

MINUTES OF PLANNING MEETING ON APRIL 15th 2014

All Cllrs confirmed knowledge of the Minutes' contents, with no corrections.

RESOLUTION It was proposed by Cllr Norris, seconded by Cllr White that:
the draft is a true and accurate record of the PC Meeting on April 15th 2014.

The motion was carried unanimously.

Action: Cllr Whitaker signed the minutes, Clerk to file.

REPORTS

CHAIRMAN'S REPORT

For a small Parish that has some 126 registered electors and 58 dwellings, we seem to have had another busy year with 8 meetings.

The year commenced with our first meeting in May where I was duly elected Chairman, Karen Ford as Vice Chairman with Camilla Burridge, Karen Ford, John Ford and Tony Norris as Councillors.

Later in the year, we were very pleased to welcome Neal White, who replaced Camilla Burridge and was co-opted. We also sadly saw Karen Ford tender her resignation at the start of May. I would like to express my thanks to them for all their help and support in their roles and the contribution they give.

Precept; This was kept the same.

Drainage; Following a number of meetings with Paul Swift we are making progress with the drains and culverts around Harnhill and Driffield.

Crime; We have had a big spate of crime in the community over the last year and I hope in the coming months we can come up with a way to stop this.

Planning Applications; In addition to the normal review of Planning Applications, the Council decided to hold 2 additional public meetings in the Market Canteen to review planning applications:

13/02233/FUL Poppy Cottage
13/03242/FUL Poppy Cottage
13/05257/NONMAT Mulberry Cottage
13/02544/FUL RAC Farms
13/05005/FUL Old Cirencester Lane

Assistance; I would like to convey our thanks to Cllr Fowles and Cllr Parsons for their time and assistance in giving such close liaison with both GCC and CDC.

CLERK'S REPORT

I have been engaged in significantly increased activity since the scheduled PC meeting of March 11th. The resignation of Cllr Mrs Burrige and ensuing co-option procedure; public notices relating to the forthcoming European elections; notice of electors rights to inspection of PC annual accounts and two extraordinary planning meetings due to receipt of planning applications: 13/05005/FUL; 14/00655/FUL demanded attention and action. These factors entailed an uncustomary total of mileage on administrative functions.

Also, during this period, the annual internal audit was generously conducted again, gratis, on the 16th of April by Mr John Cross.

The email of a signed scan and a Microsoft Word copy of the Summons/Agenda for this AGM was distributed on Wednesday May 7th to all Parish Councillors, with notice of the contiguous Annual Parish Meeting as well. A signed hard copy of the AGM summons/agenda was put for display on both parishes' notice boards on the morning of Thursday May 8th to comply with the obligation to publicize forthcoming PC Meetings; as was a concise format of both agendas sent to the email list of parish residents which now includes the very recently resigned Mrs Karen Ford.

The most recent bank statement received, of the 7th April, for Driffield and Harnhill Parish Council account, shows the PC's current funds at £1,806.32 in credit, with all issued cheques accounted for. This figure does not corroborate the additional sum of £1725 paid in by CDC on April 22; as the 75% portion of the PC's annual precept.

FINANCE – RESOLVE

(i) Annual Audit Return;

Councillors appraised the internally audited Audit Return and other documentation appertaining to record of the PC's financial transactions in the year 2013-2014.

RESOLUTION It was proposed by Cllr Whitaker, seconded by Cllr John Ford that: the Annual Audit Return for 2013-2014 is an accurate record of fiscal activity.

Motion was carried unanimously.

Action: Cllr Whitaker to sign; Clerk to mail to Grant Thornton in due course.

(ii) Agree 2013/2014 Zurich Insurance Premium; Clerk informed the Meeting of the £180.35p premium and submitted the renewal form/invoice for corroboration.

RESOLUTION It was proposed by Cllr Whitaker and seconded by Cllr Norris that: Council continue insurance with Zurich; which premium is paid via Community First. Motion was carried unanimously.

Action: Clerk to post the premium cheque for 2014/2015 to Community First Trading.

(iii) Clerk Expenses; Cllrs reviewed the Clerk's expenses outstanding at 13-05-14.

RESOLUTION It was proposed by Cllr Whitaker, seconded by Cllr Norris that:

Clerk's claim for £46.80, for mileage only to May 13th 2014, is approved.
Motion was carried unanimously.

CORRESPONDENCE

None

REPORTS/ITEMS FOR INFORMATION

Cllrs Whitaker and Norris signed cheques pertaining to:

Joint; Clerk salary, nett, April/May 2014 @ NJC approved SCP 18 substantive rate and Clerk mileage Expenses to 13/5/14;

2014/15 Insurance Premium payment to Community First Trading.

Cllrs Whitaker and Norris reported flood resilience work to resolve the situation in the Tank Lane area was yet to be completed by Glos Highways Dept.

Cllr White queried the source of the flow of water from an outlet outside his residence, but no conclusion was reached.

Chair granted the PCC's Mrs Susan Philips leave to address the meeting. She updated the meeting on the PCC's progress towards refurbishment and stabilising of the Village War Memorial, including report of a £125 grant from CDC in support of the operation.

Cllr Whitaker suggested close monitoring of any chemical processes; with all Cllrs agreed that cleaning must be reinforced by protective sealing against erosion from inclement weather and corrosion from traffic pollution.

Clerk suggested any order for work is issued by the PC, to enable recouping VAT.

Mrs Philips also agreed to send a letter in support of the PC's stand on unnecessary changes recommended by the Electoral Boundaries Commission; concluding with a question on the resolve of the driving indiscipline problem at the Agricultural Centre entrance/exit.

Cllr Ford said all that could be done by the centre was done; while the two relevant highways agencies, Glos and Wilts, procrastinated.

Chair closed the Meeting at 6:53 pm; announced forthcoming meetings would adhere to the customary bi-monthly schedule from this date, on each second Tuesday, if there is no suggestion to the contrary, confirming the next scheduled meeting of the Parish Council is to convene in the Market Canteen at 7:00pm on July 8th.